

Kentucky Historical Society

Heritage Education Grants for Schools in Kentucky



2004 Guidelines and Applications for Mini-Grants for School Field Trips and Project Grants for History Projects in the Classroom



The Heritage Education Grant Program is administered by
the Kentucky Historical Society in cooperation with the
Kentucky Heritage Council, agencies of
the Education, Arts and Humanities Cabinet.



Kentucky Historical Society

Heritage Education Grants

Kentucky Heritage Education Grants are available to schools in the state for projects that benefit students in grades K-12. **There are two categories of grants: Mini-Grants** for school field trips and **Project Grants** for history-related projects in the classroom. This package includes guidelines and application forms for each.

Mini-Grants are available to schools to support field trips by K-12 classes to sites within 100 miles of the school. The goal of the Heritage Education Mini-Grants is to provide opportunities for students to learn about and explore the history and heritage of their own community and region. **Project Grants** are available to schools to support history projects in K-12 classrooms. The goal of the Heritage Education Project Grants is to provide funding for projects that help students gain a better understanding of local, regional, or state history.

Application Information

- A complete application includes a cover sheet, responses to the appropriate set of narrative questions for the category of grant, a budget page, and a letter of support from the school principal.
- Applicant must submit an original plus four copies of the complete application.
- All applications must be postmarked by the appropriate deadline or hand delivered to the Kentucky Historical Society in Frankfort by 4:30 p.m. (Eastern Time) on that date.
- Mail complete applications to:
Kentucky Historical Society
Heritage Education Grants Program
100 W. Broadway
Frankfort, KY 40601

Applications will be evaluated on:

1. Relevance of proposed field trip or project to local, regional, or (for project grants) state history.
2. Quality of activities that students will participate in during the field trip or project.
3. Integration of the trip or project into the classroom curriculum.
4. Connection of field trip or project to Kentucky Education Reform Act standards (private schools can define educational goals or skills to be taught).

2004 Guidelines for Mini-Grants

The maximum grant amount is **\$250.00**. Schools may receive no more than one Mini-Grant per granting deadline and no more than two Mini-Grants per calendar year.

FOR FIELD TRIPS TO BE TAKEN DURING MONTHS OF:	January-March 2004	April-June 2004	July-September 2004	October-December 2004
APPLICATION DEADLINE	September 30, 2003	December 31, 2003	March 31, 2004	June 30, 2004
NOTIFICATION	November 15, 2003	February 15, 2004	May 15, 2004	August 15, 2004
FUNDS AVAILABLE	January 1, 2004	April 1, 2004	July 1, 2004	October 1, 2004
FINAL REPORT DUE	April 30, 2004	July 31, 2004	October 31, 2004	January 31, 2005

Guidelines

1. Any field trip that helps students to learn about and appreciate their local or regional history is eligible. Sites to visit may include museums, archives, and historic houses; downtown buildings, streetscapes, businesses, and factories; historic sites and cemeteries; rural sites such as farms and barns. Natural history sites are allowed as long as connections are made to explain how the site influenced the development of the community's culture and history. Funds may not be used to visit the Kentucky Historical Society's three museums: the Kentucky History Center, the Old State Capitol, and the Military History Museum; the Kentucky State Capitol; the Governor's or Lt. Governor's Mansions in Frankfort; or the Kentucky State Fair.
2. Applications must be made by a teacher or group of teachers for field trips to be taken by students in grades K-12 in a public or private school in Kentucky.
3. The teacher must complete an application form that describes the proposed field trip and explains how the trip will help students learn about their local and/or regional history and heritage.
4. Grant funds may not be used to reimburse the school for a field trip that has already been taken.
5. The minimum amount awarded is \$100 and the maximum is \$250. No match is required. However, if the project costs exceed \$250, information must be provided that shows where the additional funds will be obtained. An itemized budget of all project expenses must accompany the application form.
6. Grant funds may be used for admission fees, bus rental, substitute teacher, or other expenses that make the field trip possible. Cost of materials and supplies may be funded only if they will be used for activities at the site of the field trip.
7. A final report on the field trip must be sent to KHS by the date stated in the chart above.

2004 Guidelines for Project Grants

The maximum grant amount is **\$500.00**. Schools may receive no more than one Project Grant per granting deadline and no more than two Project Grants per calendar year.

FOR PROJECTS THAT TAKE PLACE DURING MONTHS OF:	January-December 2004	July 2004-June 2005
APPLICATION DEADLINE	September 30, 2003	March 31, 2004
NOTIFICATION	November 15, 2003	May 15, 2004
FUNDS AVAILABLE	January 1, 2004	July 1, 2004
FUNDS MUST BE SPENT BY	December 30, 2004	June 30, 2005
FINAL REPORT DUE	January 31, 2005	July 31, 2005

Guidelines

1. Applications must be made by a teacher or group of teachers for a history-related project in grades K-12 in a public or private school in Kentucky. The teacher may collaborate with other organizations or resource persons outside the school but the primary applicant must be a teacher involved with the project.
2. Any project that promotes local, regional, or state history is eligible. Connections may be made with other disciplines such as art, literature, mathematics, etc., but the primary focus of the project must relate to some aspect of history and/or heritage. Use of primary resources such as oral histories, historic buildings/sites, photographs, maps, newspapers, journals/diaries, etc. are encouraged.
3. The teacher(s) must complete an application form that describes the proposed project and explains how the project will help students learn about their local and/or regional history and heritage.
4. The grant may not be used to provide funds to continue an existing project or to reimburse expenses for a project already completed or in progress. All project activities must take place during the grant period.
5. The minimum amount awarded is \$100 and the maximum is \$500. No match is required. However, if the project costs exceed \$500, information must be provided that shows where the additional funds will be obtained. An itemized budget of all project expenses must accompany the application form.
6. Funds may not be used to purchase classroom equipment such as computers, TVs, VCRs, etc. No more than 50% of the grant amount may be used for field trips or speakers brought to the classroom.
7. A final report on the project must be sent to KHS by the date stated in the chart above.

Kentucky Historical Society

Heritage Education Grants

2004 Grant Application Cover Sheet

OFFICE USE ONLY:

Date received _____
Grant App # _____
Complete _____
Orig/4 copies _____

Please check appropriate category:

_____ Mini-Grant for school field trip
_____ Project Grant for history projects in the classroom

Submitted for deadline:

_____ September 30, 2003 (Mini and Project Grants)
_____ December 31, 2003 (Mini-Grants only)
_____ March 31, 2004 (Mini and Project Grants)
_____ June 30, 2004 (Mini-Grants only)

Return to: Kate Hesseldenz

Heritage Education Grants
Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601

Questions?

Call (502) 564-1792, ext. 4477 or
e-mail to: Kate.Hesseldenz@mail.state.ky.us

Applicant Information:

Teacher(s) Name(s): _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Grade: _____ Subject(s): _____

Email Address: _____

School Phone: _____ County: _____

Teacher's Home Address: _____

Teacher's Home Phone: _____

School Federal I.D. Number (9 digits) _____ **Regional Service Center:** _____

(Remember to include your school's Federal I.D. number. If approved for a grant, you cannot receive the funds without furnishing this 9-digit number.)

Signature of Principal _____

Principal's Name, printed: _____

Amount Requested: \$ _____

Checklist of items that MUST be included in the completed grant application:

- _____ Cover Sheet
- _____ Narrative (on a separate sheet)
- _____ Itemized Budget (on the form provided or in graph form on a separate sheet)
- _____ Letter of support from school principal
- _____ Original plus **FOUR** copies of complete application

2004 Heritage Education Grants

NARRATIVE QUESTIONS

Please answer the appropriate set of questions for the grant for which you are applying. Use a separate sheet of paper but use no more than two pages. Please re-type each question before each response.

Mini-Grant for School Field Trips

1. Field trip date:
2. What is the grade level and number of students that will take this trip?
3. Is the location of the field trip within 100 miles of the students' school?
4. What is the goal of the field trip?
5. What site(s) will the students visit?
6. Describe pre-visit classroom activities that are planned to prepare the students for the trip.
7. Describe specific activities that students will participate in at the field trip site (education materials or brochure from the site may be attached if available).
8. Explain how this field trip will help students learn about and appreciate their local or regional history.
9. Explain how this field trip will be integrated into the classroom curriculum.
10. List up to three Kentucky Education Reform Act standards that this field trip will meet (private schools can define educational goals or skills that will be met).

Project Grant for History Projects in the Classroom

1. Project Title:
2. Project Date(s):
3. What is the grade level and number of students involved in this project?
4. What is the goal of the project?
5. Describe the project.
6. List other individuals or organizations involved in the project and briefly describe their role(s).
7. Explain how this project will help students gain a better understanding of their local, regional, or state history.
8. Explain how this project will be integrated into the classroom curriculum.
9. List up to three Kentucky Education Reform Act standards that this project will meet (private schools can define educational goals or skills that will be met).

Kentucky Historical Society

Heritage Education Grants

2004 Grant Application

BUDGET

Please provide an itemized list of all expenses. You may create your own form on computer as long as all the categories below are included.

Note: No matching funds are required. However, if your proposed trip or project will cost more than the amount you are requesting, please list those expenses and the source for the additional amount.

Expenses (please itemize)	Amount from grant funds	Additional expense not covered by grant funds	Total amount of expense for item
Transportation costs:			
Admission fees:			
Personnel costs/honorariums:			
Costs of materials/supplies: (Mini-Grants: Cost of materials and supplies may be funded <u>only</u> if they will be used for activities at the site of the field trip.)			
Other costs:			
Totals	Total amount from grant funds:	Total additional expenses:	Total cost:

Source of funds for any additional expenses not covered by grant (i.e. student fees, school budget, PTA, etc.):

Kentucky Historical Society

Services of the Community Services Office

100 W. Broadway, Frankfort, KY 40601

Phone: 502-564-1792; Fax: 502-564-0475

Website: www.kyhistory.org

Please contact us for more information on any of the programs or services listed below:

Karla Nicholson, Community Services Branch Manager; email: Karla.Nicholson@mail.state.ky.us

Carrie Dowdy, KJHS, National History Day Program Manager; email: Carrie.Dowdy@mail.state.ky.us

Rebecca Hanly, Education Specialist/American Legacies Project Dir; email: Rebecca.Hanly@mail.state.ky.us

Kate Hesseldenz, Community History Resource Manager; email: Kate.Hesseldenz@mail.state.ky.us

Ann Johnson, HCK/Cemetery Preservation Administrative Asst.; email AnnG.Johnson@mail.state.ky.us

Dianne Wells, Historic Highway Marker Program Manager; email: Dianne.Wells@mail.state.ky.us

The Community Services Office of the Kentucky Historical Society provides services and technical assistance that aid Kentucky's communities, citizens, and organizations in preserving, promoting, and valuing the state's history. We work with Kentucky's citizens, schools, and students to encourage the awareness and appreciation for all of Kentucky's history. We also work with museums, historical societies, genealogical archives, battlefield sites, historic houses, and other related groups to aid in the development of high-quality interpretation and conservation of the state's historical resources.

The office operates the ***Community History Resource Center***, a library facility that provides books, journals, videos, work kits, and other resources on "how to do" history for teachers, museums, local historical societies, and the general public. The materials are available for use in the resource room (located on the third floor of the Old State Capitol Annex) or by mail.

Services for Kentucky communities and citizens that support the promotion, preservation, and awareness of their history:

- ◆ ***Community History Grants Program***
- ◆ ***Kentucky's Historic Highway Marker Program***
- ◆ ***Kentucky Cemetery Preservation Program***
- ◆ ***Kentucky Places***--a program that provides opportunities for participants to experience and explore the state's history through bus tours, walking tours, seminars, and other events across the state

Services for students and teachers:

- ◆ ***Kentucky Junior Historical Society***
- ◆ Regional and state rounds of the ***National History Day*** competition
- ◆ Summer bus tour and regional rallies to explore Kentucky's history
- ◆ Workshops for teachers and assistance with developing school/community history projects
- ◆ ***Heritage Education Grants*** for projects in the classroom and for local history-related fieldtrips

Services for museums and history organizations:

- ◆ Support services to over 450 museums and historical organizations across the state
- ◆ On-site consultations and assistance with board development and strategic planning
- ◆ ***Historical Confederation of Kentucky***--a 140 member organization with a mission of providing technical assistance, networking, and collaboration opportunities to members
- ◆ ***Circuit Rider Online*** and ***Circuit Rider Online: JobLink***—free electronic informational newsletters sent out via the internet
- ◆ Annual meeting, regional local history meetings, and annual awards program
- ◆ Professional development seminars and basic how-to workshops

Kentucky Heritage Council

300 Washington Street

Frankfort, KY 40601

Phone: 502-564-7005; Fax: 502-564-5820

Website: www.kyheritage.org

The mandate of the Kentucky Heritage Council is to identify, preserve and protect the historic resources of Kentucky. The Council maintains continually updated inventories of historic structures and archeological sites and nominates properties to the National Register of Historic Places. By working with other state and federal agencies, local communities and interested citizens, the Council seeks to build a greater awareness of Kentucky's past and to encourage the long-term preservation of Kentucky's significant historic resources. Through its various programs, the Council seeks to show how historic resources contribute to the heritage, economy and quality of life for all Kentuckians.

The Kentucky Heritage Council administers several grant programs to assist in historic preservation in local communities. These include grants for survey and documentation of historic sites, nominations to the National Register of Historic Places, development of plans for preservation, restoration of historic buildings, and management of local downtown revitalization programs through the Kentucky Main Street Program in conjunction with the Renaissance Kentucky Alliance. The Heritage Council also provides staff to the Kentucky African American Heritage Commission and the Kentucky Native American Heritage Commission that provide funding for projects associated with those resources.

The Kentucky Heritage Council maintains an extensive database of historic sites in every county of Kentucky and more detailed information on those properties that are listed in the National Register of Historic Places. Teachers and students may request listings of properties from that inventory. Teaching with Historic Places (TwHP) is a program of the National Park Service's National Register of Historic Places. Over the years TwHP has developed a variety of products and services. These include a series of lesson plans; guidance on using places to teach; information encouraging educators, historians, preservationists, site interpreters, and others to work together effectively; and professional development publications and training courses. Information about these lesson plans and other techniques on using historic places to teach is available on the National Park Service website: www.cr.nps.gov/nr/twhp/index.htm

The Kentucky Heritage Council has a Historic Schools Initiative underway. This effort is currently undertaking an inventory of historic schools throughout the Commonwealth that are still being used for educational programs. The Council has also developed several case studies on historic school buildings that have been successfully adapted to new uses in the community. To learn more about this historic schools initiative visit the agency website: www.state.ky.us/agencies/khc/school.htm

The Kentucky Heritage Council partners with Preservation Kentucky, Inc. to coordinate an annual student Photo-Essay competition. Students are encouraged to select a historic site in their community, photograph it, and write an essay about its significance to the community. For more information on this program and a posting of winning entries from 2002, visit the Preservation Kentucky website: www.preservationkentucky.org

For more information on how the Kentucky Heritage Council can assist local schools, please contact Becky Shipp, Phone: 502-564-7005 ext 133; e-mail: becky.shipp@state.mail.ky.us

Heritage Education Grants
For Field Trips to Historic Sites and
History Projects in the Classroom

Application and Guidelines Enclosed!

328

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100 W. Broadway
Frankfort, KY 40601